

The Frenches Farm Management Co Ltd

Data Protection Privacy Notice

“The Company” means The Frenches Farm Management Company Limited.

“Shareholder” means any shareholder in the Company.

The type of personal information we collect

The Company keeps only the title, names, addresses, telephone numbers and email addresses of individual shareholders, directors, contractors, businesses or agents employed on behalf of the company.

This information is kept only to enable the Company to comply with its legal and regulatory requirements and the covenants affecting the estate.

The Company does **not** keep sensitive data (eg dates of birth, health details, religion, etc).

How we get the information

The Company obtains personal information via its solicitor, who in turn obtains it from solicitors acting for shareholders; the shareholder themselves; or, if a landlord, via their agents

You have given us permission to contact you in order to receive regular information and updates (You may have done this by completing a paper form and/or completing a website contact form)

NB We do **not** use cookies on our website

How we use the information that you have given:

This information is kept for the purpose of communicating with shareholders on matters relating to the Company and to comply with the covenants covering the estate as well as the Company’s legal and regulatory requirements as follows:

Send you an invoice for the annual maintenance payment due to the Company

Send you regular newsletters, information and updates about the Company

A shareholder’s details will **not** be shared with any third party save for the Company solicitors, Company accountants, Companies House, government agencies, the courts and agents for the company.

A shareholder’s details will not be released to any other third party without the express consent of that shareholder.

If you have opted to receive information by email your contact details will be stored on our website server. All information stored on the server is encrypted and protected

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

We have a contractual obligation (invoices)

We have a legitimate interest

Not-for-profit body is our specific condition for processing special category information (condition d in Article 9)

Your consent to go on our emailing list. You are able to remove your consent at any time. You can do this by contacting directors@ffmc.org.uk or in writing to The Directors, Frenches Farm Management Co Ltd, 8 High Street, Heathfield TN 21 8LS

We have a legal obligation

How we store your personal information

Your personal information is securely protected and encrypted on the server.

Paper copies are kept in secure locked containers at the directors' homes or at the registered office

Following the sale of a property on the estate any records held for a shareholder by the company for that property (including records of alterations to the property) will be held by the Company solicitors for a length of time in accordance with the solicitor's own retention policies, and at the discretion of the Company.

Information regarding shareholders held by the Company's accountants and solicitors will be held by those organisations for the length of time specified in their own policies

Our mailing list is securely held on a protected database. We keep the information that you provide until you cease to be a shareholder of the Company

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at directors@ffmc.org.uk / 07544 281437

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at :

The Frenches Farm Management Company Ltd

8 High Street

Heathfield

East Sussex

TN 21 8LS

website/email: directors@ffmc.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Helpline number: 0303 123 1113 ICO

website: <https://www.ico.org.uk>

**We keep our privacy notice under regular review, and we will make new versions available
on our privacy notice page on the Company website: www.ffmc.org.uk**

This privacy notice was last updated on 11th May 2021.